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RECORDS MANAGEMENT DIVISION

6 January 1955

MEMORANDUM FOR: Chief, Records Management Division, Management Staff

SUBJECT : Records System - Office of the General Counsel

1. I would like to take this opportunity to express our appreciation to your Division, and in particular to Mr. [REDACTED], for the setting up and installing of a complete new records system within the Office of the General Counsel.

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2. Mr. [REDACTED] worked for months reviewing our old records and then set up a filing manual and index. Later, when the system was to be installed, Mrs. [REDACTED] worked with members of this Office, going through all the old material and re-classifying it in accordance with the new system. The system has been in effect several months now and is proving very satisfactory.

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3. Mr. [REDACTED] also discussed the problem of his files with the Legislative Counsel, and his work was followed up by Mrs. [REDACTED] who instituted a reorganization of the Legislative Counsel's congressional bills file. The Legislative Counsel is extremely appreciative of the service rendered his office in this connection and will have Mrs. [REDACTED] review his other files. It might be added that it is believed Mrs. [REDACTED] work on the congressional bills file will result in certain savings, as the alternatives to Mrs. [REDACTED]' plans would have necessitated the expenditure of additional funds for other equipment.

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LAWRENCE R. HOUSTON
General Counsel

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*me [REDACTED] and I
conferenced these
individuals*

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